



## **California Multiple Award Schedules (CMAS)**

### **Bulletin 36**

**March 1, 2003**

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#### **Additional Ordering Requirements (MM 02-19 Rev. 3)**

The following requirements apply to state departments and are in addition to the previous requirements outlined in MM 02-19 Rev. 2 and CMAS Bulletin 35:

- For information technology transactions from \$250,000 to \$500,000, approval is required from the Agency Secretary and Department Director or next highest-ranking official.
- Signatures are required on the actual ordering document and only required on the Notice of Contract Award (NCA) form if not already on the ordering form. (Updated since MM 02-19 Rev. 3). Each individual department can decide the signature location on the ordering document.
- CMAS transactions under \$5000 do not require multiple offers if the state department can document fair and reasonable pricing.

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#### **Amendments to Department's Purchase Orders**

Purchase orders can be amended with the same contractor as the original purchase order if there is no dollar increase and no change to the scope of work.

If there is a dollar increase or a change to the scope of work, the department must obtain offers from 3 contractors (following the same guidelines as for the original purchase order) to determine best value for the amended amount. If only one source for department needs, the department must process a Non-Competitive Bid (NCB) contract for the amended amount. This applies even if the amended total is under the order limit.

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#### **Contractors Quarterly Reports and Amended Purchase Orders**

When the department amends a purchase order to increase or decrease the dollar amount, the incremental dollar difference must be reported on the subsequent contractor quarterly activity report. Do not report the total purchase order amount.

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#### **Approved Brands List for Copiers**

The Procurement Division has discontinued the Approved Brands List for copiers.

Where Federal Energy Management Program (FEMP) standards are available, all state agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

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#### **Contractor Compliance**

The CMAS contractor may be required to provide copies of their invoices and department's purchase orders for compliance review purposes.

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#### Digital Copiers

To be considered information technology, digital copiers must be used for general purpose computing or as an input/output peripheral device to a computer system. Otherwise, they are considered a commodity and subject to the \$100,000 CMAS order limit. CMAS copier contracts will be amended, as applicable, to reflect this change to the order limit.

Departments using digital copiers for general purpose computing or as an input/output peripheral device to a computer system must comply with Workgroup Computing Justification Form reporting requirements.

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#### Network Design Services

All network design services must result in a hardware or software solution. Also, all network design services performed by a Contractor that include infrastructure components must be performed by a Building Industry Consulting Service International (BICSI) certified Registered Communications Distribution Designer (RCDD) employed either by a Contractor or subcontractor. Evidence of RCDD certification may be required by the ordering department.

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#### Contractor Name Changes and Invoice Discrepancies

The contractor's name on the CMAS contract, the purchase order, and the invoice must all match or the State Controller's Office will not approve payment. Departments must not approve invoices when the name varies amongst these documents. If this occurs, the department is to reject the invoice and return it to the contractor. If any questions, contact the CMAS Unit.

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#### CMAS Contract End Term

Contractors are not to assume their CMAS contract end term is automatically extended to coincide with the federal GSA end term. The CMAS Unit must issue a CMAS contract amendment in order to extend the CMAS contract end term date.

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#### Model Terms and Conditions & Products and Services Codes

CMAS Model Terms and Conditions and Products and Services Codes are available on the CMAS web site at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) (click on CMAS). A hardcopy may be obtained by calling the CMAS Unit at 916/375-4363.

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#### California State Contracts Register

**The California State Contracts Register (CSCR) is not to be used to advertise CMAS solicitations** because the CSCR is used for competitive bids and CMAS transactions are not competitive bids.

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#### Office Equipment Repair

According to California Government Code 19130 -19134, Public Contract Code 10337 and the State Contracting Manual (Section 7.75), state departments are required to obtain repair and maintenance services for office equipment from Statewide Office Systems Support (formerly Office of Machine Repair Services).

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#### Software Volume License Agreements

Software Volume License Agreements have been relocated to the Technology Acquisitions Section within the Procurement Division and are not available through the CMAS program. Questions regarding Software Volume License Agreements should be directed to Mary Scholer at [mary.scholer@dgs.ca.gov](mailto:mary.scholer@dgs.ca.gov) or Steve Lower at [steve.lower@dgs.ca.gov](mailto:steve.lower@dgs.ca.gov).

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#### Small Business/DVBE Subcontracting Participation

##### SMALL BUSINESS/DVBE – TRACKING

State departments are able to claim subcontracting dollars towards their small business or Disabled Veteran Business Enterprise (DVBE) goals whenever the contractor subcontracts a commercially useful function to a certified small business or DVBE. The contractor will provide the ordering department with the name of the small business or DVBE used and the dollar amount the ordering department can apply towards its small business or DVBE goal.

##### SMALL BUSINESS/DVBE SUBCONTRACTING

The amount an ordering department can claim towards achieving its small business or DVBE goals is the dollar amount of the subcontract award made by the contractor to each small business or DVBE.

The contractor will provide an ordering department with the following information at the time the order is quoted:

1. The contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.
2. The contractor will indicate to the ordering department how the order meets the small business or DVBE goal, as follows:
  - List the name of each company that is certified by the Office of Small Business and DVBE Certification that it intends to subcontract a commercially useful function to; and
  - Include the small business or DVBE certification number of each company listed, and attach a copy of each certification; and
  - Indicate the dollar amount of each subcontract with a small business or DVBE that may be claimed by the ordering department towards the small business or DVBE goal; and
  - Indicate what commercially useful function the small business or DVBE subcontractor will be providing towards fulfillment of the order.

The ordering department's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor from the quotation as outlined above.

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